

**RFP Clarifications Questions  
IRS Files Activity  
PWS Team (PUBLIC)**

<b>Comment Provided By</b>	<b>Question Number</b>	<b>RFP Paragraph Number</b>	<b>Comment</b>	<b>PWS TEAM Response</b>
Respondent 1	1		I noted that in PWS Draft #2 - Comments - Contract - IRS File Activity - The answer to Question #1 states that performance may be required at the government locations - is that mandatory as of this time?	Two government locations, Fresno, Calif., and Austin TX. are mandatory government sites. Six sites are optional. The Brookhaven NY and Memphis Tenn. sites will close prior to contract award. The workload planned for these sites will be transferred to Cincinnati Oh.
	2		The RFP mentions approx 10 SPC's and approx.16 service locations. Is this RFP to manage the 10 SPC's or the 16 service locations?	This RFP requirement is for the management of the eight Files Activity locations. There are 13 files locations that fall within the scope of the RFP. Some sites have more than one files location. Three sites have been eliminated due to the closing of Brookhaven and Memphis
	3		Is any existing staff represented by a labor union?	Yes
	4		Is there a list of current employee benefits available to current staff?	<a href="http://www.opm.gov">www.opm.gov</a> employment and benefits tab

Comment Provided By	Question Number	RFP Paragraph Number	Comment	PWS TEAM Response
	5		Is there a list of sites scheduled to close or be relocated within the next three years?	Philadelphia is scheduled to close in 2007. This information pertaining to the closure of sites is provided in the workload data, TE 5-001.
	6		Is the safety plan strictly based on facility and physical security or does it involve protecting the integrity of their information (files, electronic, etc.) during the processing etc.?	Sect C 1.5.2.1 states "The Service Provider shall develop and submit a Safety Plan that delineates the processes and procedures the Service Provider will use to prevent accidents; to preserve the life and health of Service Provider, Government, and customer personnel; and to protect Service Provider and Government work and property." Security and disclosure are covered in greater detail in the PWS and sect H
	7		Who supplies the imaging equipment? type, quantity, rescan stations, integrated software.	The Government will provide the imaging equipment and software. Reference TE 3-001 for additional details.

Comment Provided By	Question Number	RFP Paragraph Number	Comment	PWS TEAM Response
	8		Please detail the batching and indexing requirements? What are the Number of index fields, characters in each field? How are documents batched? Are we using separator sheets?	Batching requires preparing a batch sheet with the volume of documents to be scanned. Indexing is the volume of documents per batch. Separator sheets are used between batches. This is a "pilot" program and therefore additional information cannot be provided at this time.
	9		Is the quality review process a 100% review or random sample?	Planned sample, random sample, 100% review and customer complaints will be used depending on the type and volume of work.
	10		Are the documents reassembled into their original form prior to re-filing?	Documents disassembled for imaging will require reassembly prior to re-filing.
	11		What are volumes associated with CIS?	See technical exhibit 5-001 last tab entitled CIS workload
	12		Can you further describe the imaging process, i.e., index values, etc.?	See response to question 8. this process is in the roll out phase. Changes are occurring as the process matures.
	13		Will productivity statistics be furnished.	Volumes by site are provided in TE 5-001. Productivity statistics will not be provided

Comment Provided By	Question Number	RFP Paragraph Number	Comment	PWS TEAM Response
Respondent 2	14		Can the SP consider all software currently available at the Service Centers as available if the software is part of the Common Operating Environment (COE) or if there is a current IRS-wide Site License? Can a list of such software be provided?	The SP will be provided the following software applications at a minimum: IDRS, EONS, ITAMS, and e-mail.
	15		The solicitation does not address software that is web-based, and not installed on an end user's computer, but may be available on an IRS-wide site license. Can the SP us available IRS-wide software, including web-based software? Will a list be provided of those we can use?	See response to #12
Respondent 3	16		Please specify what type Internet access is available at each location for the SP to use, i.e. broadband, dialup or DSL. Please specify type by location.	Internet access is not required to perform the Files Activity requirements and therefore will not be provided.

File: RFP Clarification Comments-pws (public)